

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Establishment – Finance Department – Governing for results- Service Charters- Service Charter formulated in respect of Finance Department – Orders- Issued.

FINANCE (OP.I) DEPARTMENT

G.O.Rt.No. 927

Dated:26-03-2011
Read the following:-

D.O. Letter No.36447/GA(GPM &AR)/2010-7 Dated:29-09-2010 of Spl.
Chief Secretary to Govt., GA (GPM &AR) Dept.

In the D.O.Letter cited, the General Administration (GPM &AR) Department have requested to formulate and implement “SERVICE CHARTERS” in respect of Departments of Secretariat.

2. Accordingly, the consolidated “SERVICE CHARTER” in respect of Finance Department is hereby formulated and appended as Annexure to this order.

3. This order is available on internet and can be accessed at address <http://www.ap.gov.in.goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**T. SATYANARAYANA RAO
SECRETARY TO GOVERNMENT (R&E)**

To

The GA(GPM &AR) Dept.
All Sections of Finance Department.
All HoDs
Copy to :
A.P. Information commission,
SF/SCs

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE

SERVICE CHARTER OF FINANCE DEPARTMENT, AP.SECRETARIAT

The main function of the Finance Department is management of state Finance. It is responsible for the proper deployment of all the funds and to ensure maintenance of accounts, including commercial accounts wherever necessary, of all the financial transactions.

The Department is headed by the Spl. Chief Secretary and he is assisted by the following Officers.

1. Prl. Secretary to Govt.(FP)
2. Secretary to Govt. (IF)
3. Secretary to Govt., (R&E)
4. Secretary to Govt. (W&P)
5. Special Secretary (Non- cadre)
6. Additional Secretary to Govt./Joint Secretary to Govt. (two) (Cadre)
7. Three Additional Secretaries to Govt. (Non-cadre)
8. Two Joint Secretaries to Govt., (Non-cadre)
9. Five Deputy Secretaries to Govt., (Non-cadre)
10. Twelve Asst. Secretaries to Govt. (Non-cadre)
11. Six Accounts Officers

The above Officers are further assisted by the Sections.

The basic unit of work in Finance Department is the Section. The details of various Sections of the Finance Department and the subjects dealt by them are given below:

1. establishment sections
2. central cash sections
3. budget branch
4. expenditure branch
5. finance commission
6. public accounts committee
7. resource mobilization and expenditure control
8. surplus man power cell
9. rules branch
10. institutional finance

INTER DEPARTMENTAL MATTERS

A)	Routine matters	3days
B)	Other than routine matters	10 days
C)	Service matters	5 days

The name of the nodal officer in the Department for service charter monitoring and information:

Name	Designation	Phone No.
Sri M.Bhupal Reddy, IRS.,	Additional Secretary to Govt.,	9010669909